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Reorg. Plan No. 1 Approved

Congress has approved the President's Reorganization Plan Number 1 of 1978 to make the Equal Employment Opportunity Commission (EEOC) the principle Federal agency in fair employment enforcement. The plan, outlined in the March-April 1978 issue of the SPOTLIGHT, provides for the transfer of Civil Service Commission EEO enforcement responsibilities to EEOC.

(Reorganization Plan Number 2, also submitted to the Congress for approval, concerns the establishment of the Merit Systems Protection Board, Office of Personnel Management and the Federal Labor Relations Authority. The Civil Service Commisson will cease to exist with the establishment of these new agencies.)

President Carter has advised the Congress that he will delay the transfer of some EEO functions from the Civil Service Commission (CSC) to EEOC until January 1, 1979, if necessary, to allow Congress time to consider whether any statutory changes may be needed to define the relationships between EEOC and the Merit Systems Protection Board.

The Civil Service Commission and the EEOC are in the process of working out details, even though the major activities affected by the proposed EEO consolidation have been identified. In any case, the Office of Management and Budget must review and approve all changes.

Following is a list of CSC equal employment opportunity functions which may be affected by the reorganization:

- Administration of the discrimination complaint system
- Administration of the Age Discrimination in Employment Act
- EEO plan review and approval
- Handicapped Affirmative Action Plan review
- Responding to complaints and inquiries relating to EEO enforcement
- Processing discrimination appeals under Title VII of the Civil Rights Act. (MSPB will retain the function of processing appeals that involve both Title V (U.S. Code) and Title VII complaints, but MSPB decisions on appeals involving allegations of discrimination will be subject to EEOC review).
- Conducting discrimination complaint hearings
- Investigation of EEO complaints on a reimbursable basis
- "Lead agency" role with Federal Regional Councils on EEO matters.

SPOTLIGHT will feature further developments of the reorganization in its forthcoming issues.

EEO
Spotlight

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Age-70 Retirement Repealed

On April 6, 1978, President Carter signed Public Law 95-256, the Age Discrimination in Employment Act (ADEA) Amendments of 1978.

The law keeps the minimum age limit of 40 for protection under the ADEA; and for the Federal employment sector removes maximum age limits for ADEA protection (formerly less than 65 for applicants and less than 70 for employees), with few exceptions. The law specifically repeals the mandatory age-70 retirement provision in Title 5 United States Code. The law also repeals Title 5 prohibitions against permanent appointments for persons age 70 or more.

The effective date for the changes is September 30, 1978. Federal employees attaining age 70 after August 31, 1978, will not be required to retire.

The law retains other provisions of Title 5 pertaining to "early" mandatory retirement; has no effect on optional retirement provisions; and does not change foreign service or other statutory provisions. The foreign service statutory retirement requirement is currently in litigation, however.

A Civil Service Commission Bulletin concerning this new law will be issued soon.

HEP Pre-Meet Seminar

The Hispanic Employment Program of the Civil Service Commission is sponsoring a pre-convention seminar for Hispanic Employment Coordinators in conjunction with the national convention of American G.I. Forum, a national Hispanic organization.

The CSC Dallas region will sponsor a workshop/seminar on August 9, 1978 in Corpus Christi, Texas.

For more information contact the Civil Service Commission's EEO Representative in Dallas, Texas.

Herrmann Named FWP Director

Civil Service Commission Chairman Alan K. Campbell recently announced the selection of Diane Clark Herrmann as Director of the Federal Women's Program, the Government-wide program designed to broaden employment and advancement opportunities for women in all aspects of Federal Employment.

Herrmann has served as the Acting Director of the FWP since August 1977 and has been assistant Director of the program since 1976. Before coming to the CSC Herrmann held positions as personnel staffing specialist with the Internal Revenue Service (IRS), where she developed and put into operation a women's program of national scope.

Herrmann began her federal career with the U.S. Civil Service Commission in 1966.

She received a Certificate of Appreciation from the Department of the Treasury in 1974 for her contributions as a member of a task force that developed the first handbook for the Spanish Speaking Program in the Federal Government, and a Special Act Award from IRS in 1975 for her work in conjunction with International Women's Year. In 1977 she was selected as an Outstanding Young Woman of America.

Diane Herrmann

Vacancy Outreach Service

To develop and expand employment opportunities for Hispanic Americans, the Department of Labor has funded National IMAGE, Inc., a one-year pilot project called Vacancy Outreach Service (VOS). The mandate of the project is to recruit and refer Hispanic Americans for vacancies at the Department of Labor, other agencies, and the private sector. VOS also will assist those Hispanic Americans already in the public sector who seek career mobility.

Although VOS is designed to provide services first to the Department of Labor, other agencies may, if resources permit, take advantage of its services.

VOS has established a full-service staff operation and an organization network throughout the United States, including Puerto Rico. The project has a toll-free telephone line and a work schedule to cover East and West Coast working hours. VOS is soliciting SF-171's (Personal Qualifications Statements) and resumes from Hispanic Americans to be included in the National IMAGE, Inc. Talent Bank. At the same time, the Department of Labor and other agencies are sending their vacany announcements to VOS, and alerting the staff to special recruitment needs.

After applications and vacancy announcements are coded and processed, qualified applicants are identified for referral by a Job Information Specialist who matches applications with vacancies, guided by Civil Service Handbook X-118 (Qualifications Standards). The applications are then forwarded to Labor's Hispanic Outreach Program and other servicing personnel offices.

Through its organization network, VOS distributes on a weekly basis a timely and comprehensive list of job vacancies, including information regarding CSC registers, how to apply for a rating, and how to prepare an SF-171, along with other employment information.

The Director of VOS is Daliza Salas, formerly Hispanic Employment Program Coordinator of the Bureau of the Census. VOS is located at 2924 Columbia Pike, Arlington, Virginia; write P.O. Box 4087, Arlington, Virginia 22204, telephone 703-920-2992.

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Editor: Ed Shell
The Chairman of the U.S. Civil Service Commission has determined that the publication of this periodical is necessary in the transaction of public business required by law of this agency. Use of funds for printing of this periodical has been approved by the Director, Office of Management and Budget through March 31, 1980.

FWP Goals

The Office of the Federal Women's Program, Civil Service Commission, recently sponsored a three-day conference for National, bureau, and regional level Federal Women's Program Managers (FWPM). Some 65 FWPM's attended. (A CSC Bulletin regarding the title change from FWP coordinator to FWP manager will be issued to agencies in the near future).

The conference included, in addition to guest speakers, workshops on implementing the International Women's Year National Plan; publicizing a Federal Women's Program, techniques for career counseling, and using statistics to strengthen a Federal Women's Program.

Planning sessions centered on the topic "What Should be the Goals of the Nation-wide Federal Women's Program?". As a result of the planning sessions, the FWPM's established "work groups"—working committees which will meet on an as-needed basis, have a life span of one year, and have specific identified tasks.

Following is a brief description of the work groups:

The **Standards Review Work Group** will call upon experts in relevant occupations to assist a small group of FWPM's in reviewing

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Merit Promotion Change Boosts Upward Mobility

As a result of a proposal submitted by the Department of the Air Force, the Civil Service Commission has recently approved a change in Merit Promotion procedures to permit agencies to strengthen their upward mobility efforts. The change is described in CSC Bulletin No. 335-24.

Air Force requested an exception from Federal Personnel Manual Chapter 335 instructions in order to limit consideration for upward mobility positions to employees occupying dead-end jobs at and below GS-8 and equivalent who have high potential but cannot meet qualification requirements for higher level positions. Previously agencies were not permitted to limit the area of consideration for upward mobility positions, and all basically eligible employees who met the Qualification Standards could compete for upward mobility positions.

The Civil Service Commission has approved the request on the condition that the Air Force provide adequate advancement opportunities for other employees in dead-end jobs who do meet minimum qualifications requirements for higher levels.

The Air Force proposal identifies five forms of upward mobility. Four of the forms fall under typical merit promotion procedures:

1. Under-utilized employees (those who have greater skills and/or education than required for their present positions and who meet qualification standards for a position) will be identified through the automated skills data bank for movement into career fields with greater advancement opportunities. These employees must be in positions at and below GS-8 and equivalent which do not provide career advancement opportunities beyond the GS-9 level.

2. Restructuring of positions at lower grades than normal to enable employees to develop qualifications for higher level positions. Data from the skills bank will assist managers in determining the grade level for the restructured position in order that a competitive opportunity will be provided for a sufficient number of employees who do not meet the qualification standards for the higher target grade.

3. Provision of developmental opportunities to employees based on assessment of the education and training needs of employees at and below GS-8 and equivalent. These opportunitites will include high school and college preparation, PACE preparation courses, skills training, college courses and other activities necessary to fulfill future staffing needs and provide employees an opportunity to enhance their skills.

4. Use of developmental details to enhance employee qualifications. Selections will be made using competitive procedures.

The final method proposed by Air Force is called Project Mainstream. The project calls for using two percent of projected vacancies at each installation for the program. Air Force indicates that approximately 2500 positions can be filled annually through this project.

Mainstream is a pure upward mobility approach which limits the area of consideration to employees who have potential to succeed in higher level positions but who lack the necessary experience, training, or education to qualify under CSC Handbook X-118 Qualification Standards for entry into positions with career ladders offering advancement opportunities. Eligible employees are those at and below GS-8 and wage grade equivalents occupying positions which do not provide opportunities for career advancement beyond the GS-9 level and who do not meet published qualification standards.

Positions for the Air Force-wide Upward Mobility Project Mainstream are filled through a Civil Service Commission approved training agreement.

Employees will compete under the Job Element alternate qualification standard method which is designed to produce fully qualified candidates based on potential, skills, aptitudes, demonstrated performance and career aspirations for General Schedule upward mobility positions.

Air Force has established a work group to develop implementation instructions for this new project and plans to use career development plans with all employees but primarily with employees eligible for one of their upward mobility methods. October 1, 1978 has been designated as the goal for implementation of the total program.

Pictured is **Joan Fitzgerald,** a blue-collar employee of the Department of the Navy. For some eleven years she was in the accounting white-collar series and saw insufficient opportunity for advancement. She made the transfer from the accounting field to the trades series where there was a vacancy for a painter. Fitzgerald is employed at the Naval Air Station Atlanta, Marietta, Georgia.

Update on Special Emphasis

In an effort to explain what the Special Emphasis Program is all about and the efforts underway leading to its implementation, the Civil Service Commission has issued CSC Bulletin No. 713-49. The Special Emphasis Program was approved in principle by the Commission on December 21, 1977. The five-year, experimental program was outlined in January-February issue of the SPOTLIGHT.

The Bulletin notes that the program and its results will be throughly evaluated to determine whether it produces employees of equivalent competence to those hired through existing methods while at the same time lessening adverse impact on women and minorities.

The policy statement adopted by the Commission in part calls for determining those occupations in the Federal work force in which women and minorities are underrepresented when compared to their percentages in the general work force or, for professional jobs, the college enrollment population; and authorizing appointments in the excepted service, with conversion to the competitive service after two years of successful work performance. The policy provides for use of the excepted authority for up to 20 percent of appointments made in an occupation. It requires that appointments under this authority be open to all without discrimination on the basis of race, color, religion, sex, national origin, or handicapping condition. An important focus of the program is on experimentation with a variety of innovative selection methods which provide for competition on the basis of education, experience and performance, including such measures as the use of: random selection from among all or a segment of qualified candidates; superior scholastic performance; screening factors which on the surface have relationship of positions being filled; uniquely developed qualifications requirements which vary from established qualifications standards for the competitive service; and selection methods aimed at individuals who have overcome economic adversity or handicapping conditions. The Commission contemplates decentralization of the actual operation of the program to agencies once guidance and procedures are developed.

The CSC is developing a detailed implementation plan to include regulation and policy guidance and evaluation of selection procedures used, and will develop a training plan for CSC and agency personnel who will be involved in the operation of the program.

The Commission expects to issue futher information and instructions on the program later this year.

FWP cont'd

proposed standards for their impact on women. The group then will report their findings and conclusions to all National-level FWPM's who will comment to their agencies or to the Civil Service Commission.

The **Staffing and Resources Work Group** will document and develop a strategy for improving the allocation of resources to the Federal Women's Program.

The purpose of the **Work Group on Training** is to identify the training needs of women so that a curriculum related to women can be developed.

The **Assessment of Agencies Work Group**, with the concurrence of the individual agency FWPM, will analyze the status of women in agencies, and identify barriers to their employment and advancement. The Developing Strategies Work Group will work with the FWPM whose agency has been assessed and will assist in developing strategies to minimize or eliminate the barriers identified by the assessment group.

The **Manager Development Program Work Group** will develop a career development program for advancement of women already in Government, focussing on women at grades GS-11 through GS-13.

The **Work Group on Employment Information** will develop program informational material describing the many different ways of applying for Federal employment and will design a brochure to list the best publications on "how to fill out a 171."

According to Diane Herrmann, Director of the FWP, the conference was so successful that the participants have requested a follow-up conference for the fall so work group progress can be reviewed.

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